

PARKING CONTROL CHECKER

DISTINGUISHING FEATURES

The fundamental reason the Parking Control Checker exists is to patrol the city's downtown business district and other areas as assigned, in the enforcement of parking regulations. This classification is non-supervisory and receives general supervision from the Contract Administrator.

ESSENTIAL FUNCTIONS:

Patrols in a motorized cart or walks on foot in the downtown area to insure motorist's adherence to city parking regulations; holds and moves chalk stick while leaning and bending to mark vehicle tires while walking or operating cart in timed zones; calculates time periods, produces written citations for parking violations; places tickets on windshields.

Keeps track of ticket books and related numbers. Reads and utilizes various parking regulations and city procedures. Operates two-way radio and responds to requests.

Deals effectively and pleasantly with a demanding and diverse public in answering questions, explaining laws and ordinances, and providing general information. Exposed to a variety of weather conditions, dust and exhaust fumes.

Produces detailed written reports.

Appears and orally testifies in Scottsdale City Parking Court; articulates facts surrounding the violations; prepares declaration forms in the event of trial by declaration.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Departmental rules and procedures.

Statutes and ordinance relating to area assigned

Ability to:

Learn and enforce written traffic laws and ordinances

Learn and use radio codes and communicate via police radio

Keep records, prepare citations and write detailed and accurate reports using clearly organized thoughts and proper sentence structure.

Effectively articulate facts by verbal and written testimony in court.

Comprehend and follow both oral and written instructions; listen and communicate orally with the public and police staff and superiors.

Work effectively in a variety of weather conditions with exposure to extreme temperatures

Use continuous and repetitive arm or hand and eye movements on a continuous basis with the strength to hold, bend and repeatedly use a ten-pound chalk stick while operating a motorized cart.

Walk and stand to put ticket on windshield.

Calculate time periods.

Learn the geography of the downtown area.

Education and Experience

Requires a high school diploma or GED. Evening and weekend work is required. Requires valid Arizona driver license with no major driving citations in the last 39 months.

FLSA Status: Non - Exempt

HR Ordinance Status: Classified